

RAMEEZ ABDUL

RAZZAK GHOLE

**(SALES ADMINISTRATOR
& MERCHANDISER)**



Contact

Address:

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Languages

English, Arabic, Hindi.

Personal Information

Date Of Birth - 17/01/1988

Nationality - Indian

Marital Status - Married

Passport - R0195214

Issue Date - 02/05/2017

Expiry Date - 01/05/2027

Visa - Employment Visa

Education

**Bachelor in Commerce from
Mumbai University-**

**Mechanical Draughtsman
from Habib Institute Mumbai
(June 2005- July 2007)**

Summary

Self-motivated, energetic, and persuasive **SALES ADMINISTRATOR & MERCHANDISER** seeking work with Outfitters. Offering experience in selling and upselling of merchandise, handling checkout counter and processing payments to provide the best services to clients. Delivered first-rate customer service by demonstrating excellent work ethic and customer service protocols.

Skill Highlights

- Communication skills.
- Critical thinking skills.
- Decision-making skills.
- Interpersonal skills.
- Customer service abilities.
- Organizational skills.
- Ability to work under strict deadlines
- Certification in Marketing, Sales or relevant field is a plus.

Experience

- ✍ Worked as **Sales Administrator & Merchandiser and Consumer Goods Seller** at **ASPAN STEEL AND ELECTRICALS-ABU DHABI** from **Feb 2019 to Jan 2020**.
- ✍ Worked as **Sales Administrator & Merchandiser AND FMCC Sales Agent** at **Capital Food Pvt. Ltd. (Mumbai) India** from **Jan 2015 to Dec 2018**.
- ✍ Worked as a **Consumer Goods Seller** at **IDEA WORKSHOP EQUIP. TRAD. LLC** authorized **DEWALT POWER TOOLS SALES AND SERVICES, DUBAI (UAE)** from **Sep 2011 to May 2014**.

Duties and Responsibilities:

- Process orders via email or phone
- Check data accuracy in orders and invoices
- Contact clients to obtain missing information or answer queries
- Liaise with the Logistics department to ensure timely deliveries
- Maintain and update sales and customer records
- Develop monthly sales reports
- Communicate important feedback from customers internally
- Ensure sales targets are met and report any deviations
- Stay up-to-date with new products and features Gather feedback from customers or prospects and share with internal teams.

License

- **Valid Driving License: LIGHT VEHICLE (MANUAL)**

License Number: 2584282
License Issue : 02/05/2019

Place of Issue: Abu Dhabi
License Expiry: 31/10/2027

Declaration

I hereby declare that the facts given above are genuine to the best of my knowledge and belief.

RAMEEZ ABDUL RAZZAK GHOLE